

It's tax time and time to act!

KMF Accounting have put together this checklist to help take the stress out of tax time

INCOME

- Salaries, Wages, Earnings, Directors Fees, PAYG withholding summaries
- Government Allowances, including Youth
- Allowance, Newstart, AgePension and Sickness Benefits
- Superannuation pensions & annuities
- Lump Sum and termination payment (Please provide all documentation including ETP Statement)
- Bank interest, Dividends received, Term Deposits etc
- Partnership, Trusts and Investments Distributions (Please provide tax summaries from Trust)
- Personal Services Income or Business Activity
- Foreign Income
- Capital Gains e.g. shares, real estate (Please provide dates and costs associated with acquisition & disposal)
- Rental Property Income Expenses, Bank Statements, Rates, Repairs etc.
- Other income (please specify)

DEDUCTIONS

- Motor vehicle expenses (registration number, engine capacity, log book, model/type and business kilometres travelled for business)
- Work Related Expenses e.g. uniform, laundry, self-education, home office, computing, tools, protective clothing, mobile phone and internet fees
- Work Related Travel Expenses detailing nature and purpose of travel
- Subscriptions, Journals/ Periodicals and Union Fees
- Interest & dividend expenses relating to earning an investment income
- Gifts & Donations \$2 and over
- Cost of managing tax affairs
- Income Protection Insurance
- Superannuation contributions up to \$25,000 for self employed persons and those without employer support
- Other deductions (Please Specify)

REBATES / OFFSETS

- Private Health Cover (Full name, membership number and persons covered). Please provide insurer statement
- Medical expenses "out of pocket" exceeding \$1,500
- Education expenses that include computer equipment, software, internet, reference material and stationary (eligible primary and secondary students)

To make an appointment, book online at www.kmfaccounting.com.au or phone our office on **8399 7000**